

Checklist of Items Needed for PDD Program Responsible Party-Direction of Services

Responsible Party

When completing the Responsible Party Enrollment Packet, the Service Coordinator (SC) will assure that the below information is obtained. Once all information is gathered, the SC will forward all documents to the Jasper County Board of Disabilities and Special Needs.

- _____ SS-4 Application for Employer Identification Number
 - _____ 8821 Tax Information Authorization
 - _____ 2678 Employer Appointment of Agent
 - _____ PDD Program Responsible Party Information Sheet (**PDD Form RP 5**)
 - _____ Current PDD Program budget authorizing number of units approved (**Will not be available until Initial Assessment has been completed**)
 - _____ Copy of Federal Identification Number once assigned (**This information will be provided later**)
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Line Therapist

When assisting with the completion of the Line Therapist Enrollment Packet, the SC will assure that the below information is obtained. Once all information is gathered, the SC will forward all documents to the Jasper County Board of Disabilities and Special Needs.

- _____ I-9 Employee Eligibility Verification
- _____ W-4 Employee's Withholding Allowance Certificate
- _____ PDD Program Line Therapist Information Sheet (**PDD Form RP 8**)
- _____ Electronic Funds Transfer and Payroll Tax Deduction Authorization (**PDD Form RP 9**)
- _____ PDD Program Employee Payment Agreement (**PDD Form RP 10**)
- _____ PDD Program Line Therapy Responsibilities Agreement (**PDD Form RP 11**)
- _____ PDD Program Responsible Party-Directed Line Therapy Services Liability Statement (**PDD Form RP 12**)
- _____ Copy of Social Security Card
- _____ Copy of Driver's License (If no driver's license submit a copy of an Official State ID Card)
- _____ Copy of Voided Check
- _____ PDD Program Line Therapist Qualifications Checklist (**PDD Form RP 15**) **This will be provided prior to the therapist providing any services**

SAMPLE